

# **Strategies and Tips for Negotiating**

## **A Systematic Approach to Federal Sector Negotiations**

Bob Gilson  
Labor Relations Officer  
National Transportation Safety Board

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## **Developing a Systematic Approach to Negotiations**

## Structural Concerns

- Authority to Bargain
- Line and Staff Roles
- Resources Devoted to Negotiations
- Team Selection
- Teaming Up Decision Making
- Reaching a Management Consensus

# Developing a Systematic Approach to Negotiations

- **Plan the Preparation Process**
- **Set Preparation Milestones**
- **Support Bargaining Techniques that Produce Results**

# **Information That Supports Tactics**

**Purpose**

**Practice**

**Current Rules**

**Definitions Required**

**Cost**

**Organizational Effect**

**Mission/Work Effect**

**Productivity Effect**

**Customer Service Effect**

**Morale Effect**

**Message Given**

**Benefits**

**Comparable Efforts Elsewhere**

**Eligibility**

**Scope/Coverage**

**Locus of Responsibility**

**Creation of Rights and Duties**

**Degree of Flexibility**

**Specific Application**

**Clarity of Language**

**Statutory and other Constraints**

**Negotiability**

**Perceived Value**

**Impasse History/Value**

# **Developing a Systematic Approach to Negotiations**

## **Research and Data Gathering**

- **Research Sources**
- **Effective Analytical Structures**
- **Developing USEFUL Information**
- **Using Subject Matter Checklists**

## **Build a Bargaining Book**

- ✓Issue
- ✓Current Language
- ✓Union Initiative
- ✓Management Initiative
- ✓Key Management Concerns
- ✓Talking Papers/Outlines
- ✓Key Union Concerns
- ✓Relation to Other Issues
- ✓Research/Data (Operational and Cases)

## **Take Good Notes**

- ✓Cross Reference to Data/Logs

## **Keep Logs**

- ✓Attendance
- ✓Issue(Article/Section)

## **Maintain Executive Summaries(Status)**

# **Developing a Systematic Approach to Negotiations**

## **Management Initiatives**

- **Review the Expiring Agreement**
- **Set Achievable Goals**
- **Develop Language**
- **Anticipate Problems and Questions**
- **Know Your Rationale**
- **Determine Value and Agreement Ranges**

# **Developing a Systematic Approach to Negotiations**

## **Analyzing and Dealing with Union Initiatives**

- ◊ **Recognize Negotiability Issues**
- ◊ **Identify Potential Impact**
- ◊ **Develop Alternatives**

## **Making Strategic Decisions**

- ◊ **Integrate Initiatives**
- ◊ **Set Priorities**
- ◊ **Develop an Overall Game Plan**